



UNITED STATES MARINE CORPS  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1746.15G  
5  
6 Apr 01

COMBAT CENTER ORDER 1746.15G *w/kh 1*

From: Commanding General  
To: Distribution List

Subj: CONSTITUTION, BY-LAWS AND HOUSE RULES FOR STAFF NONCOMMISSIONED OFFICERS' CLUB

Ref: (a) MCO P1700.27

Encl: (1) Introduction  
(2) Constitution  
(3) By-Laws  
(4) House Rules  
(5) Comparison of Military and Civilian Equivalent Grades

1. Situation. To promulgate regulations for the operations and government of the Staff Noncommissioned Officers' Club per the reference.

2. Cancellation. CCO 1746.15F.

3. Mission. This Order contains major paragraph modifications in the areas of articles and procedures, which must be completely reviewed.

4. Execution

a. Per paragraph 10204 of the reference, the special Advisory Committee is hereby directed to review and maintain current the Constitution and By-Laws annually.

b. The Manager, Staff Noncommissioned Officers' Club, shall post copies of this Order in conspicuous places within the Staff Noncommissioned Officers' Club and will ensure their availability to members and guests.

c. All commanding officers from the host command and major resident organizations aboard the Combat Center, i.e., battalions, detachments, separate companies, Naval Hospital, and Dental Clinic, will appoint a primary and alternate member to the Advisory Committee per paragraph 10204 of the reference.

d. Recommendations concerning the contents of the Constitution, By-Laws, and House Rules for the Staff Noncommissioned Officers' Club are invited. Such recommendations will be forwarded to the Director, Marine Corps Community Services, via the appropriate chain of command.

5. Administration and Logistics. Distribution statement A-1 directives issued by the Commanding General are distributed by guardmail. This order can be viewed at <http://www.29palms.usmc.mil/base/manpower/adj>.

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6. Command and Signal

- a. Signal. This order effective date signed.
- b. Command. This order is applicable to the Marine Corps Total Force.

A handwritten signature in cursive script, appearing to read "F. M. Stewart", with a large, sweeping flourish at the end.

F. M. STEWART  
Chief of Staff

DISTRIBUTION: A-1

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## INTRODUCTION

1. PURPOSE. To promulgate policies and procedures for managing and administering the Staff Noncommissioned Officers' Club.
2. PROCEDURES FOR AMENDING CONSTITUTION. The following procedures will be followed in amending this Order.
  - a. Any member, through a designated representative, may request that the Advisory Committee consider amendments to this Order. Amendments may also be recommended by management through the Advisory Committee.
  - b. The Advisory Committee will consider amendments at regular business meetings and, upon approval of two-thirds of all members.
  - c. Amendments may also be considered by the active membership during regular or specially scheduled meetings. Approval of two-thirds of the body is required to adopt an amendment subject to review by the Commanding General. Amendments adopted under provision of paragraph 2b above may be reviewed by the membership upon the request of 10 percent of the membership.
  - d. Upon approval of an amendment by the Commanding General, it is the responsibility of the Advisory Committee President to request promulgation by the Head, Food and Hospitality Branch, MCCS Directorate. The Head, Food and Hospitality Branch, MCCS Directorate shall take the administrative steps necessary to include the amendments as changes to this Order.

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## CONSTITUTION

## ARTICLE I

1. DESIGNATION. The official name of the club shall be "Hashmarks", Marine Corps Air Ground Combat Center, Twentynine Palms, California," hereinafter referred to as the Club.

## ARTICLE II

2. PURPOSE. The purpose of the Club is to promote and maintain the well-being, morale, camaraderie, and the wholesome use of leisure time for staff noncommissioned officers and their families or guest, stationed at the Combat Center. The primary mission is to provide food, beverages and entertainment.

## ARTICLE III

3. ORGANIZATION

a. The Club is a branch of the Marine Corps Community Services (MCCS) Directorate, Food and Hospitality Branch and will be operated per the reference, this Order and with such directives as may be issued by higher authority.

b. The Club, located in building 1531 and all property therein, will be controlled, maintained, and accounted for per the reference.

c. The Manager of the Club will be appointed, in writing, by the Director, MCCS Directorate and is responsible to the Head, Food and Hospitality Branch for the operation of the Club.

## ARTICLE IV

4. MEMBERSHIPS

a. Active Membership. Active membership will be restricted to staff noncommissioned officers (SNCO's) on active duty stationed at the Combat Center.

(1) Staff noncommissioned officers of the Marine Corps, active duty and Reserve.

(2) Personnel of equivalent rank in a similar status of other branches of the Armed Forces of the United States.

(3) Membership in the club is voluntary.

b. Associate Membership. Associate membership in the Club commensurate with grade, rank, or pay equivalent will be extended automatically to personnel listed below:

(1) Active duty military members of the Armed Forces of appropriate rank who are on temporary duty, in transit, or not assigned to the Combat Center.

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(2) Adult dependents of SNCO's (E-6 or above).

(3) Recipients of the Medal of Honor, honorable discharged veterans of the Armed Forces with 100 percent disability, or the widow or widower of the veteran.

(4) Members of the U.S. Armed Forces Reserve or National Guard on duty for less than 30 days.

(5) Members of the U.S. Armed Forces on the Retired List who are receiving pay.

(6) Members of the U.S. Armed Forces Reserve or National Guard on extended active duty of 30 days or more.

(7) Other uniformed personnel, including the Coast Guard, National Oceanic and Atmospheric Administration, and the U.S. Public Health Service, on active duty or on the retired list.

(8) DoD and other federal employees working, and attached to the Combat Center; GS 5-6 and equivalent WS, WG, WL and NF grades per enclosure (5).

To ensure compliance with U.S. Marine Corps traditions of morale, camaraderie, and discipline, those civilian employees who would otherwise be eligible for membership, but are the spouse of an active duty military member who by virtue of grade is prohibited use of the SNCO Club, shall be denied membership in and/or use of the SNCO Club.

(9) Retired Federal Government civilian personnel but only if they were members of a club at time of retirement (a transfer of membership). Spouses of deceased personnel may continue such a membership.

(10) Foreign military personnel authorized Exchange privileges.

(11) Uniformed paid members of the Red Cross assigned to the Combat Center.

c. Honorary Memberships. Honorary membership may be extended to the categories of personnel listed below. Personnel eligible for active or associate status are not eligible for honorary membership.

(1) Unmarried widows/widowers of deceased active or retired military personnel.

(2) Dependents of missing in action (MIA) or prisoners of war (POW) military personnel.

(3) Individuals who have distinguished themselves in direct association with the Marine Corps as determined by the Commanding General.

d. Other Patronage Eligibility. Other personnel who may use the Club facilities are as follows:

(1) Dependents of active, associate or honorary members.

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(2) Reciprocal privileges are extended to dependents of Marines in a deployment status and to active, associate or honorary members of other Staff Noncommissioned Officers' Club.

e. Termination of Membership

(1) Members will terminate upon detachment of the patron, request of The patron, or when directed by the Commanding General. Prior to termination members will check-out at the SNCO Club Office.

(2) In the event that a member is recommended for termination for cause, the advisory board will make such recommendation and forward it to the Commanding General via the President of the advisory board for decision.

ARTICLE V

5. ADVISORY COMMITTEE

a. The President and Vice President of the Advisory Committee will be elected by the active members of the Club and will be active duty military assigned to the Combat Center and will be active members in good standing.

b. The Advisory Committee shall be comprised of the President, Vice President, and a member and alternate appointed, in writing, from each command e.g., battalions, separate companies, detachments, Naval Hospital, and Dental Clinic. The Combat Center Sergeant Major will be President, exofficio. A Recorder/Secretary from the membership shall be appointed by the President.

c. All members can vote except the President and President exofficio. The President shall vote only in the case of a tie.

d. In addition, the following individuals are authorized to attend as exofficio members:

- (1) Director, MCCA Directorate
- (2) Division Head, Business Operations
- (3) Head, Food and Hospitality Branch
- (4) Manager, SNCO Club
- (5) MCCA Senior Management Analyst
- (6) All battalion Sergeant Majors separate company First Sergeants and Command Master Chiefs.

e. The duties of the Advisory Committee are as follows:

(1) Act only in an advisory capacity to the Commanding General, not as a group engaging in any management or operational duties.

(2) Seek suggestions from the members which it represents, and make recommendations for improvements to the Commanding General via Director, MCCA Directorate.

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(3) Maintain a current Constitution and By-Laws for the Commanding General.

(4) Review financial statements and annual audit reports.

f. Any representative of the Advisory Committee who is relieved of duty, transferred from one organization to another or from the Combat Center will no longer be eligible to serve with the Advisory Committee. The organization from which the representative was transferred will be required to appoint a suitable replacement.

g. New members of the Advisory Committee will present their appointing order to the President at the first meeting of the Advisory Committee subsequent to their appointment.

h. When resigning, members of the Advisory Committee will submit a letter of resignation to their Commanding Officer.

#### ARTICLE VI

6. STANDING COMMITTEES. The President of the Advisory Committee shall ensure the formation of the following committees, and will appoint the Chairman of each from the membership of the Advisory Committee. The committees themselves may be formed of not more than five active members of the SNCO Club.

a. House Rules committee.

b. Entertainment Committee.

c. Election Committee.

#### ARTICLE VII

7. REMOVAL FROM OFFICE. Any member of the Advisory Committee may be removed from office, for cause, by the Commanding General.

#### ARTICLE VIII

8. MEETINGS. The President shall call meetings of the Advisory Committee at least once a month.

a. Fifty percent of the voting members of the Advisory Committee will constitute a quorum for such meetings. In the absence of a quorum, the Commanding General may approve the recommendations of those members present.

b. The minutes of all meetings will be forwarded to the Commanding General via the Head, Food and Hospitality Branch, MCCS Directorate, within five working days after conclusion of meetings. An advance copy will go to the Combat Center Sergeant Major.

#### ARTICLE IX

9. PROFITS. The Club is an instrumentality of the United States Government and will not be operated for the financial profit of any person or

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combination of persons. Club personnel will not accept any entertainment, gifts, loans or favors of any kind, no matter how innocently or received, from any person or firm who seeks or enjoys dealings with this activity which could result in financial profit or benefit to club personnel. The Club will not accept any contributions or donation from commercial organizations for its employees, employee parties or other select groups. No individual will have any enforceable interest or right of any kind in the operation of the Club or its assets.

Dues. Dues are established to help defray operational expenses and enhance quality for members and their families, while providing camaraderie outside the workplace. As mentioned, membership is voluntary, but is highly encouraged to help build unit cohesion both within separate units and MCAGCC as a whole. MCCA will bill patrons monthly for membership dues. MCCA will also include a calendar of events. Club dues will be prorated and reviewed annually.

#### ARTICLE X

##### 10. AGENTS AND PEDDLERS

a. No agents, peddlers, etc., will be permitted to solicit members in the Club.

b. Authorized dealers in commodities such as liquor, food, etc., will be permitted to conduct business with club management only.

c. Club officials will not be permitted to accept any gifts (monies, merchandise, and items of any value) for themselves or in behalf of any member of their family, from any business concern or agent doing business with the Club.

#### ARTICLE XI

11. ALCOHOLIC BEVERAGES. Members will not bring any beverage or food products into the Club for consumption on the premises without prior approval from the Head, Food and Hospitality Branch, MCCA Directorate.

#### ARTICLE XII

12. CREDIT AND CHARGES. All members and their guests are authorized the use of Visa, Master Card or Discovery Card for credit purposes.

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## By-Laws

## Article I

1. ADVISORY COMMITTEE. The Advisory Committee shall meet no less than monthly or more frequently at the discretion of the President or, in his absence, the Vice President.

a. In the temporary absence of the President and Vice President, the order of succession will be the Chairman, House Rules Committee; Chairman, Entertainment Committee.

b. Within limits prescribed by the Commanding General, the Advisory Committee shall make, or cause to be made, such rules for the Club facilities as it may find expedient.

c. The President shall be the primary operating agent of the Advisory Committee.

d. The Recorder/Secretary of the Advisory Committee shall maintain a current list of members of the Advisory Committee and all committees. The Recorder/Secretary shall give notice of all meetings to those persons concerned, keep a record of the proceedings of all meetings, assure that such records are signed by the President and forwarded to the Commanding General within five working days via the Head, Food and Hospitality Branch and the Director, MCCS Directorate, and prepare recommended changes to the Order for the Commanding General's signature.

e. Elected or appointed members of the Advisory Committee shall not receive remuneration from the Club in cash, goods, or services for any duties performed as a member of the Advisory Committee or as an individual during or after working hours.

## Article II

2. MANAGER. The Manager is responsible for the operation of the Club per the reference. The Manager is responsible to the Head, Food and Hospitality Branch and ultimately to the Director, MCCS Directorate for the administration of the Club. The Manager will be guided in the performance of duties by current regulations to include Advisory Committee recommendations approved by the Commanding General and added to this Order.

## Article III

3. ELECTIONS. Elections for the office of President and Vice President will be conducted in the following Manner:

a. The President will call a general meeting during the month of January of all members per paragraph 4 of this Order. This meeting will be for the expressed purpose of receiving nominations for the office of President. The time and place of the meeting will be published a minimum of two weeks prior to the meeting.

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b. The president will accept nominations for office from the floor and will be assisted by members of the Advisory Committee. Nominations will not be closed until at least two or more nominations have been received. A letter of proxy may be accepted.

c. Persons nominated must indicate their desire to accept or decline. The President will introduce the nominations and open the floor the questions and discussions. No person will be nominated who is not a member in good standing.

d. Upon closing of the nominations, the President will notify the members present of the date(s) of the balloting, the date not to be less than three working days nor more than 10 working days following the date of nominations. The place of balloting will be the Staff Noncommissioned Officers' Club.

e. Voting will be secret and will be supervised and controlled by the Election Committee. The Election Committee will be appointed from members of the Advisory Committee. The committee will consist of a chairman and as many members as the Advisory Committee deems necessary to ensure controlled and proper voting. The Chairman will ensure that ballots are prepared prior to the election and that the names of all nominees are published to all organizations for wide dissemination.

f. The ballots will be in no manner serialized and will contain the names of nominees listed alphabetically.

g. Balloting will be conducted from 1100-1800 on two consecutive working days. Personnel voting will have their names checked off the roster upon receiving their ballot. Upon completion of voting on the second day, the election committee will count the ballots. The candidate with the most votes will be declared President and the first runner-up the Vice President.

h. The term of the offices will be one year, commencing on the first day of February providing the election returns are approved by the Commanding General.

i. In the event the President cannot fulfill the term of office, the Vice President will become the President and a new Vice President will be elected by the Advisory Committee from its members.

j. In the event the Vice President cannot fulfill the term of office, a new Vice President will be elected by the Advisory Committee from its members.

#### 4. COMMITTEES

##### a. House Rules Committee

(1) The House Rules Committee will recommend House Rules for each of the Club facilities, covering such matters as hours of operation, dress, conduct, etc. Recommendations will be submitted to the Advisory Committee.

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## ARTICLE IV

(2) The House Rules Committee will receive complaints and/or recommendations from patrons on the operation of the Club facilities and will take corrective action within their purview. The committee will make its recommendations on such matters at the Advisory Committee's meetings.

(3) The House Rules Committee will report to the Advisory Committee at each meeting of the committee on matters under its cognizance and will include changes in the House Rules recommended since the last meeting or anticipated prior to the next meeting.

(4) The House Rules Committee will investigate complaints of the management against patrons.

b. Entertainment Committee

(1) The Entertainment Committee, in conjunction with the Manager, will plan Club-sponsored entertainment.

(2) The Entertainment Committee is responsible for the wide and timely dissemination of the information of coming events, utilizing all authorized media.

(3) The Entertainment Committee will report to the Advisory Committee at each meeting detailing entertainment plans for the coming quarter, such plans being subject to the approval of the committee.

c. Election Committee. The Election Committee will set up, coordinate validate, count and record the ballots.

## ARTICLE V

5. CLUB PRIVILEGES

a. Dependents eligible within paragraph 4 of this Order, of active, associate, and honorary members will be afforded the same patron privileges as their sponsors. Spouses of members, who are eligible for membership with the Club in their own right, may maintain that membership. Spouses may decline membership in their own right and accept dependency status in this Club.

b. Reciprocal patron privileges will be extended to active, associate and honorary members of other equivalent clubs and their dependents.

c. Nonmembers are authorized use of Club facilities in conjunction with command functions.

d. Members of the Club or their dependents will normally not be permitted to use Club facilities to entertain military personnel who, by virtue of their grade, are not eligible for membership. Requests for exception should be addressed by letter to the Commanding General for evaluation/resolution on a case by case basis.

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e. Military spouses who are not eligible for membership in their own right, by virtue of their grade, will not be entitled to use Club facilities, unless they are accompanied by their spouse. When in the Club, such spouses are required to be in civilian attire.

#### ARTICLE VI

##### 6. Private Parties

a. When availability permits, the Club facilities may be reserved for private catered events attended by groups of authorized patrons.

b. Reservations and arrangements for such events will be made with the Club Manager.

c. Reservation cancellations must be submitted at 72 hours prior to the function.

d. At least 14 working days before the date of any party, the contracting member or an authorized representative must sign a party contract. The contract must include a forecast of the number attending. Any group/committee desiring use of the club upon availability must ensure that at minimum, the cost of labor is covered. This is done by guaranteeing \$200.00 in sales. A deposit of \$200.00 will be required as annotated in the contract. The \$200.00 deposit is to guarantee the cost of labor, and goes to the first \$200.00 worth of drinks. This money is not just paid to cover labor. It just guarantee at a minimum \$200.00 worth of sales. This deposit will be required of all organizations/committees desiring use of the SNCO Club for private parties and will not be waived.

#### ARTICLE VII

##### 7. PRIVILEGE REVOCATION AND REINSTATEMENT

a. Club privileges may be denied members to and guests for infractions of the House Rules under the following conditions:

(1) By management until the next meeting of the House Rules Committee. (Management will report suspensions to the House Rules Committee Chairman on the next working Day.)

(2) By the House Rules Committee after completion of the procedures listed in paragraph 6b below. Committee and Advisory Committee decisions are subject to review and confirmation by the Commanding General.

b. Upon notification of a rules infraction, the House Rules Committee will investigate the incident, required the appearance of the alleged offender at a hearing and report recommendations to the Advisory Committee.

c. Members desiring to appeal the action taken by the Advisory Committee may request to appear before the Advisory Committee. Such requests must be submitted to the Advisory Committee President in writing.

d. Suspended members may be reinstated six months after the date of

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suspension. A suspended member may request a review of the suspension by the Advisory Committee at any time during the suspension. The Advisory Committee may, subject to the Commanding General's confirmation, reinstate a member at any time.

## ARTICLE VIII

8. HOUSE RULES. House Rules of the Club will be available in the Club for the information, guidance, and compliance of all concerned.

## HOUSE RULES

1. All members will uphold the standard of decorum expected of a staff noncommissioned officer.
2. With the exception of the Manager or designated representative, no person will, under any circumstances, take upon themselves the prerogative of disciplining or censuring any employee or individual attached to or serving in the Club.
3. Unsatisfactory service or dereliction of duty on the part of club employees will be brought to the attention of the Manager or the Duty Manager.
4. The Manager's office shall be open at such times as may be required for club functions or special parties.
5. On special occasions, the Manager shall have the option to revise the operating hours for a particular event, subject to the approval of the Commanding General. In addition, on evenings when the Duty Manager can ascertain that there is insufficient business to warrant maintaining operations, the facility may be closed.
6. All sales will cease 15 minutes prior to closing time.
7. Alterations of operating hours for seasonal work hour changes will be recommended by the Advisory Committee, subject to approval by Commanding General.
8. Property will not be removed from the Club premises without permission of the Manager. Patrons will be held responsible for willful or negligent damage of property.
9. Guest Policy. A bona fide guest is defined as nonmember of the Club, not otherwise authorized to use the Club per paragraph 4 of this Order, and whom a member has specifically invited and for whom the member accepts full responsibility. The following limitations apply to the use of club facilities by bona fide guests:
  - a. Employees of the Club not otherwise eligible for membership or use of the Club as authorized by paragraph 4 of this Order may not use the Club as bona fide guests.

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b. Individuals or groups who are entitled to Club privileges of another club may, with the Commanding General's approval, attend a club in which they are not normally entitled. Example: A gun club consisting of all ranks which holds a club dinner.

c. Upon written invitation by the Commanding General, use of Club facilities may be extended on a one-time basis to groups consisting of members not entitled to Club membership.

d. The attendance of officers and their families at social functions sponsored for staff noncommissioned officers by the Club is strictly prohibited except on special occasion when authorized by the Commanding General or his designated representatives. Requests for authorization shall be submitted to the Commanding General via the Head, Food and Hospitality Branch. In all cases the Club Manager will be notified of any special request authorized by the Commanding General.

e. Any other individual not mentioned above, when recommended by the Advisory Committee and when approved by the Commanding General.

10. Proper dress for members and guests is as follows:

a. Uniform of the Day or appropriated civilian attire may be worn at any time other than at special Club events for which attire may be designated.

b. Shower shoes, cutoffs, PT Gear, and tank tops will not be worn in the Club at any time.

11. Persons under the age of 21 are not permitted in the Club.

12. Per Combat Center directives and the laws of the State of California, anyone who has not reached the age of 21 will not be served or permitted to consume alcoholic beverages.

13. Upon request of the Manager or designated representative, all members or guests will be required to show proper identification.

14. Members and guests shall not be permitted behind the bar.

15. Animals, other than seeing eye dogs, will not be permitted in the Club building.

16. Arrangements for luncheons, meetings, cocktail parties, etc., will be made by contacting the Manager. Additional regulations apply to mixed grade and some types of organizational functions. Authority to hold such functions must be requested in advance. Permission is also required if alcoholic beverages are to be served at other than posted hours. Requests for deviation should be forwarded, in writing, to the Commanding General via the Director, MCCS Directorate the (Head, Food and Hospitality Branch).

17. Only food and beverages dispensed by the Club may be consumed in the Club.

18. Personal checks may be cashed for all active members in amounts not to exceed \$100.00 per person, per day.

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a. All checks shall be made payable to MCCS - 0150 and the maker's name, rank, social security number, organizational address and phone number shall be shown thereon.

b. Traveler's checks may be cashed upon proper identification of the individual concerned. The ability to cash such instruments is governed by the amount of revenues on hand at the time.

c. An assessment fee of \$25.00 per check shall be levied upon all dishonored checks unless proof of bank error can be provided by the individual.

19. The following instructions apply in the sale and handling of alcoholic beverages by the Club. The following activities specifically are prohibited:

a. Employment or use of the services of any minor for the sale or consumption of any alcoholic beverages.

b. Selling to or providing alcoholic beverages to patrons between the hours of non-operation.

20. The Club will assume no responsibility for private property left at the Club unless such property is properly deposited with the receipt for by the Manager or designated representative.

21. The posting of notices in the Club, without prior approval from the Manager, is prohibited.

22. On Guest Night (to include Bosses Night), as announced by the Advisory Committee, active members are authorized to invite officers to the Club. All officers must be identifiable and will wear their uniform on these occasions.

23. Gambling in any form will not be permitted in the Club. Dice and dice cups are provided for members' entertainment and are not to be used as a means of determining the cost of drinks or for gambling purposes.

ENCLOSURE (4)

Comparison of Military and Civilian Equivalent Grades

MILITARY		CIVILIAN		
Military Grade	Rank	White Collar (GS/GM)	NAF	Blue Collar (FWS)
O-10	General	SES*		
O-9	Lieutenant General	SES*/GS-16, 17 or 18		
O-8	Major General	SES*/GS-16, 17 or 18		
O-7	Brigadier General	SES*/GS-16, 17 or 18		
O-6	Colonel	GS/GM-15		SHIPS PILOTS
O-5	Lieutenant Colonel	GS/GM-13-14	NF-5	WS-14 Thru WS-15
O-4	Major	GS-12	NF-4	WT-15
O-3	Captain	GS-10, 11		
O-2	First Lieutenant	GS-8, 9		
O-1	Second Lieutenant	GS-7		
W-4	Chief Warrant Officer 4	GS-8, 9	NF-3 (Exempt)	WS-8 Thru WS-11
W-3	Chief Warrant Officer 3	GS-8, 9		WL-8 Thru WL-14
W-2	Chief Warrant Officer 2	GS-7		WG-12 Thru WG-15
W-1	Warrant Officer	GS-7		
E-9	Sergeant Major/ Master Gunnery Sergeant	GS-6		
E-8	First Sergeant/ Master Sergeant	GS-6	NS; NF-3 (Nonexempt)	WS-1 Thru WS-7
E-7	Gunnery Sergeant	GS-6	NL	WL-1 Thru WL-5
E-6	Staff Sergeant	GS-5	CC-II (GSE 4-5)	WG-9 Thru WG-11
E-5	Sergeant	GS-4		
E-4	Corporal	GS-4		
E-3	Lance Corporal	GS-1-3	NF 1-2	
E-2	Private First Class	GS-1-3	CC-I (GSE 2-3)	WG-1 Thru WG-8
E-1	Private	GS-1-3	NA	

\*All SES are considered equivalent to "Flag" rank. However, the specific position determines their equivalency within the "flag" level. for example, a Deputy Commander of a Systems Command would be considered the same as what a military would be in a similar position.

Source: DOD JTR, Appendix C, 9/1/76, Table of Military and Civilian Equivalent Grades for Prisoner of War Identification - Geneva Convention.  
Note: This is the only known information available that shows military/civilian grade equivalencies; therefore, it should be used only as a guide. Table has been updated to reflect current ranks, pay plans, and grades.

ENCLOSURE (5)



**UNITED STATES MARINE CORPS**  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1746.15G Ch 1

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4 Apr 02

COMBAT CENTER ORDER 1746.15G Ch 1

From: Commanding General, Marine Air Ground Task Force Training Command,  
Marine Corps Air Ground Combat Center  
To: Distribution List

Subj: CONSTITUTION AND BY-LAWS AND HOUSE RULES FOR THE STAFF NONCOMMISSIONED  
OFFICERS' CLUB

1. Situation. To direct a change to the basic Order.
2. Mission. Make the following change to the basic Order:

a. In paragraph 5.d. add "(2) Division Head, Business Operations and renumber accordingly:".

b. In paragraph 5.d. replace "MWR:" with "MCCS:".

c. In paragraph 18.a. replace "MWR - 0150:" with "MCCS - 0150:".

F. M. STEWART  
Chief of Staff

DISTRIBUTION: A-1